

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 460 Capitol Ave., Hartford  
**Job Posting No:** 15403  
**Hours:** 40 hours/week – Monday - Friday (First Shift)  
**Salary:** \$77,923 - \$106,240 (MP-63)  
**Closing Date:** October 21, 2013

**EXAMINATION REQUIREMENT FOR THIS DS PROGRAM MANAGER POSITION IS WAIVED**

This DS Program Manager position is assigned within the Legal and Government Affairs Division of DDS.

**Examples of Duties:**

- Responsible for the complete management and oversight of the DDS Abuse and Neglect Registry: (*CT General Statutes: Section 17a-247a – 17a-247e inclusive; Regulations Governing CT State Agencies: Section 17a - 247e-1 – 17a-247e-9, inclusive; HCBS Waiver Assurances*)
  - Supervise Staff Attorney 3 assigned to registry case presentation
  - Provide all support functions related to registry:
    - Receive all registry notifications and forward to applicable regional abuse and neglect liaison and OPA AID Director, if applicable, to initiate tracking of cases
    - Review all cases to determine if substantiation rises to possible registry inclusion; if yes, forward case to Staff Attorney 3 for review and case preparation; if not, recommend administrative closure of case to Agency Legal Director
    - Track all registry notifications; contact applicable regional abuse and neglect liaison for submission of all documents to ensure complete registry case file
    - Track all pending criminal activity related to ex-employees referred to the registry
    - Provide technical assistance to DDS and qualified provider staff
    - Provide clerical support to registry including but not limited to creation and revision of forms that support registry activity, gather all documents to complete case records, contact providers/employers, contact hearing officers, contact Court Reporting agency, schedule all UAPA hearings; send to all applicable parties registry hearing notices, transcripts, proposed decisions, final decisions
    - Create Administrative Record Indexes for all CT Superior Court appeals of registry decisions and provide technical assistance on departmental policies, procedures and regulations to Office of the Attorney General
- Litigation coordination - Assist Director of Legal and Government Affairs in matters related to litigation when requested.
- Representation of the Legal and Government Affairs Division on various workgroups / committees and with other agencies.
- Perform related duties as required.

**General Experience:** Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

**Special Experience:** Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

**Substitutions Allowed:**

1. College training in education, psychology, rehabilitative therapy, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

**Preferred Skills & Experience:**

- Knowledge of the DDS Abuse & Neglect Registry preferred
- Familiarity with the administrative hearing process preferred
- Law degree preferred

- Strong organizational skills

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.